

**SOP#: ADHR-2**

**OCD and ORN Request for Annual Leave/Scheduled Sick or Family Leave**

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**NCI Clinical Director Signature:**

## **POLICY**

Requests for scheduled leave (annual, sick, or family) must be approved by the employee's immediate supervisor or their respective designee in advance of the leave date. It is the responsibility of the employee requesting leave to ensure adequate coverage of his/her responsibilities during the absence prior to requesting leave and to communicate this to their immediate supervisor, Branch and research team, as applicable.

## **PURPOSE**

The purpose of this standard operating procedure is to describe the policies and procedures for requesting and granting Annual Leave/ Scheduled Sick or Family Leave/Unscheduled Sick Leave to ensure continuity and efficient conduct of clinical research and operations while meeting the needs of the individual, Office of the Clinical Director, and the research teams.

## **RESOURCES**

- [NIH Office of Human Resources: Family Leave Policies and Programs \(Manual Chapter 2300-630-5\)](#)
- [NIH Office of Human Resources: NIH Leave Guide for Civilian Employees](#)
- [U.S. Office of Personnel Management: Fact Sheet: Sick Leave \(General Information\)](#)
- [Commissioned Officer's Handbook](#)

## **PROCEDURES**

### **STEP 1: Requesting Annual Leave, Scheduled Sick Leave or Family Leave**

- Prior to requesting leave through their immediate supervisor, the employee must discuss the leave request within their assigned area of responsibility as applicable (i.e., CCR Deputy Clinical Director, Branch Chief, PI investigators and members of their respective areas) and determine coverage during the period of absence. If the employee cannot secure adequate coverage, he/she should discuss with their immediate supervisor.

- All requests for annual leave, scheduled sick leave (including medical, dental, optical examination or treatment, pregnancy) or family leave must be submitted to their immediate supervisor and be approved in writing via email in advance of the leave date.
  - Included in the request is the plan for coverage. If the employee cannot secure adequate coverage, he/she should discuss with their supervisor.
- The supervisor will send an email to the employee noting approval of leave.
- The employee then enters the leave request into ITAS at least one week prior to the approved leave date.
- Prior to departing on leave, the employee must communicate clearly and completely all information necessary to ensure that his/her responsibilities can be completed efficiently, and without interruption. This must be communicated to their supervisor and to all staff in the employees designated work area.
- PHS Officers: must enter leave requests into the electronic Commissioned Officer Resources Processing System (eCORPS). Requests will be electronically routed directly to the officer's supervisor. Officer's must communicate to their supervisor their contact information while on any type of leave. In an emergency, the supervisor must be able to contact the officer and have a reasonable idea of the time needed to return to their duty station if out of the local area.
- Contractors: Will coordinate coverage for leave within their designated work areas and notify the respective supervisors of their request and plan for coverage.

## **STEP 2: Unscheduled Sick/Emergency Leave**

- If an employee is incapacitated and unable to perform his/her duties, the employee must notify their supervisor and immediate team members as soon as possible, preferably not later than one hour prior to the scheduled work time OR one hour prior to the start of Clinic (on clinic days) whichever is earlier, of the absence due to illness or emergency. Notification must be in the form of email or direct telephone communication. The request should indicate the reason for the absence and anticipated return date.
- The employee must submit the used sick leave in ITAS (PHS officers use eCORPS) upon return to the duty station.
- For absences in excess of 3 consecutive workdays a medical certificate or other administratively acceptable evidence to support the use of sick leave may be required.